

C O P Y

FILED: 01/21/53
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

25X1

JAN 21 1953

MEMORANDUM FOR: Chief, General Services

SUBJECT : Responsibility for Forms Control Program and
Maintenance of Correspondence Manual

REFERENCE : Memo dtd 5 Jan 53 to DD/A fr C/GS, same subject

Request for transfer of subject function is approved. Transfer of the position presently established in Organization and Methods Service and the incumbent is approved. The establishment of an additional position is approved, with the grade subject to Classification action. Transfer of the position from Organization and Methods and the establishment of the additional position are to be within the approved total Table of Organization of 441 for General Services.

/s/

L. K. WHITE
Assistant Deputy Director
(Administration)

1 Att - Listed in Reference

cc: C/O&M (w/cc of att)
AD/P (w/cc of att)

ILLEGIB

See letter 27-53

17 Jan 1953

C O P Y